



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544

REPLY TO
ATTENTION OF

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy, Motorcycle Safety

1. References.

- a. Army Regulation 385-10, The Army Safety Program, Feb 2000.
- b. Army Regulation 385-55, Prevention of Motor Vehicle Accidents, Mar 1987.
- c. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 Jun 2006
- d. DODI 6055.4, Traffic Safety Program, Jul 1999.
- e. 4ID Policy, Safety, 2007

2. Applicability. This policy applies to all personnel assigned or attached to the 4th Infantry Division, to include the Army National Guard and Army Reserve Soldiers.

3. Purpose. To establish the Division Commander's policy on motorcycle safety.

4. General. The high-risk nature of riding motorcycles, mopeds, dirt bikes, all terrain vehicles (ATVs), and motorized scooters and the serious consequences of being involved in an incident require that we have an effective motorcycle safety program. The loss of a Soldier for any reason is unacceptable, especially in an area in which we have the ability to control. Leaders at all levels will apply emphasis to combat motorcycle accidents and fatalities.

5. Motorcycle Safety Policy.

- a. All Units will include this policy as part of their Unit Safety Program. This written program must implement provisions of Department of Defense Instruction (DODI) 6055.4, AR 385-55, FH 385-55 with changes, and FC 385-1.
- b. Motorcycles, mopeds, off-road motorcycles and All Terrain Vehicles (ATVs) will comply with assigned installations and states vehicle licensing and registration requirements.
- c. All on-road motorcycle riders who are authorized to operate on an Army installation will complete and pass an Army-approved motorcycle safety course that is certified by the Motorcycle Safety Foundation (MSF). This course must be completed within thirty (30) days of arriving to Fort Hood, Fort Carson or Fort Sill, and every three years thereafter. Soldiers will possess the MSF course completion card on their person at all times. See enclosure 1 for MSF

course requirements. Furthermore, DODI 6055.4 directs all Soldiers that operate vehicles and who are 26 years old and younger, regardless of rank, attend the Army Traffic Safety Training Program (ATSTP).

d. Military and civilian operators will possess a valid state motorcycle license or permit. All personnel riding on a learner permit are required to have another licensed operator with them (IAW State Laws). 4ID Soldiers and civilians will comply with any additional requirements as per assigned installation. OFF-ROAD only operators will comply with assigned installation drivers licensing requirements.

e. All military motorcycle operators will have their motorcycles inspected by their Leader using the attached inspection checklist. This checklist will also be used for long weekends inspections or any travel beyond 150 miles. See enclosure 3. This checklist may be made stricter but no items will be removed. The operator, inspector, 1SG, and Commander will sign the checklist. By the Soldier signing the checklist they are acknowledging that they know, understand, and will adhere to motorcycle policies. By the 1SG and Commander signing the checklist they are acknowledging that they have briefed the Soldier on his or her responsibilities IAW this policy and have mitigated known hazards to the best of their ability.

f. All motorcycle operators, and/or those that ride as a passenger (military or not), will wear the appropriate equipment listed below, as per AR 385-55. These items will be worn by Soldiers ON or OFF POST and ON or OFF DUTY, and civilian personnel on-post. These items will also be worn by operators who ride OFF ROAD only.

- (1) DOT approved helmet.
- (2) Over the ankle shoes or boots (preferably leather boots).
- (3) Full fingered gloves.
- (4) Long pants and long sleeved shirt or jacket.
- (5) Bright colored clothing during the day and reflective vest/equipment during limited visibility or at night.
- (6) Proper impact resistant eye protection or visor.

g. Should a Soldier fail to adhere to the aforementioned requirements, it may be a factor in considering a line of duty determination.

h. Risk Assessment. All Soldiers are required to complete the ASMIS individual risk assessment prior to any travel (official and non-official, TDY, Pass, or leave). All motorcycle riders in conjunction with their Leader(s) will complete an initial written risk assessment addressing, as a minimum, the following:

- (1) Soldier's age (18-26 yrs are the most common age groups for accidents).

- (2) Soldier driver's license (current and valid) is a privilege not a right.
- (3) General motorcycle riding experience in different environments (traffic, rain, road surfaces).
- (4) Experience with this type of motorcycle.
- (5) Experience riding in local area or planned trip area.
- (6) Did the Soldier's individual risk assessment or individual risk index identify them as a high or extremely high risk? Are they an aggressive individual? (See the Next Accident Assessment for Individuals and Leaders that can be found in the POV toolbox).
- (7) Indicate this Soldiers' driving behavior and attitude while operating other equipment or POV(s).
- (8) Last "official" motorcycle safety training (MSF).
- (9) Recap last motorcycle safety awareness training at the Unit level.
- (10) Traffic citations or tickets (POV & POVM) for the last 5 years.
- (11) Demonstrate or displayed lack of self-discipline.
- (12) External factors that could affect this Soldier (family, financial, etc).
- (13) Any displays of good safety behavior and judgment throughout the day and how this should be continued while riding.
- (14) The reason that vehicle inspections are important and the benefit of utilizing the motorcycle inspection checklist (See enclosure 3).
- (15) The reason for and intent behind signing the inspection checklist with individual responsibility statement (See enclosure 3 for checklist with individual statement).
- (16) Appropriate insurance and the reasons for maintaining it.
- (17) Fatigue factors.
- (18) ASMIS POV risk assessment results.
- (19) FORSCOM NCO Loss Prevention Program Squad Leader's Individual Risk Index.
- (20) Unit rider mentorship program benefits.

i. Motorcycle / ATV Accidents.

(1) Should a Soldier have a motorcycle accident an appropriate accident investigation will be completed IAW AR 385-40. Additionally, if the accident resulted in the Soldiers death an Incident Review Board (IRB) or Enlisted Fatality Review Board (EFRB), as appropriate, will be conducted IAW FORSCOM and 4ID policies.

(2) Furthermore, should a Soldier have a Class A, B, or C (1-day lost time or greater) accident, the following data will be gathered and provided to the Division Commander for forwarding to the FORSCOM Commander within 18 hours by telephonic means. This action will be accomplished after the III Corps Commander has been notified by email and telephonic means.

(a) The chain of command will assemble the required information, i.e., Soldier's Unit address, short descriptive narrative of the accident, duty status (on/off duty or on leave/pass/TDY), if an Automated Risk Assessment (ASMIS) was completed, factors impacting the accident (speed, alcohol, licensing, training), date the Company Commander and 1SG completed the Commanders Safety Course, and for cases involving motorcycles – include if the Soldier was wearing a DOT approved helmet, had completed an approved motorcycle safety course, possessed a valid license, and the ownership/installation registration status of the motorcycle. This list is not all inclusive. Commanders will gather and report all pertinent information to the Division Commander IAW para. 5.i.(2) above.

(b) In addition to the preliminary reporting requirements above, a more detailed report on all fatal Privately Owned Vehicle (auto/motorcycle/ATV) accidents is required within 72 hours (enclosure 4). This report will be sent to the following personnel and agency by the Brigade Commander: Division Commander, Division CSM, Division Chief of Staff, Division Safety Director and forscomsafetyoffice@forscom.army.mil.

j. Control Measures.

(1) There are many control measures available to both the Soldier and Leader. These resources range from the travel risk assessment available on the Army Combat Readiness Center website to disciplinary actions. Commanders may take steps such as revocation of a Soldiers driving privileges if that person operates a vehicle in a method that endangers themselves or others, or violates local, State, or installation safety requirements. As with all disciplinary steps the Staff Judge Advocate must be contacted.

(2) Units will have a rider mentorship program. These foster Unit cohesion, fellowship, and allow more experienced riders to teach and share abilities with newer riders. An example of a mentorship program is available on the Combat Readiness Center website.

(3) There are many positive methods to promote good behavior; awarding Soldiers for safe behavior reaps many benefits. Examples of impact motorcycle safety awards are:

(a) Safe motorcycle driving for 1000 miles without a moving violation or infraction (this includes warnings), or other disciplinary actions. This will be tracked and validated by the Unit Commander / 1SG.

(b) Observed operating a motorcycle off post safely.

(c) At the Commanders discretion awards may consist of the following. Some of these recommended items may not be purchased using Unit funds.

- (1) Civilian version of the reflective vest with Unit patch or symbol.
- (2) Riding gloves
- (3) Award IAW AR 672-74 para 3-7.
- (4) Gift certificate from a motorcycle store.
- (5) Time off or Unit coin presented in front of peers.
- (6) Membership to an association such as the American Motorcycle Association.
- (7) Other items from sources such as AAFES, and local businesses.

(4) The Leaders and Riders guide (enclosure 2) is a good guide that will help identify requirements. Additional risk management resources are available through the Brigade Safety Office, the Division Safety Office and at the Army Safety Center (Combat Readiness Center) website, <https://crc.army.mil/home/>.

6. As responsible Leaders, it is vital that we do everything to ensure the protection of our most valuable resource - our Soldiers.

7. The point of contact for this memorandum is the Division Safety Office, 286-5293 or 288-2262. This policy will remain in effect until superseded or rescinded.



JEFFERY W. HAMMOND
MG, USA
Commanding

3 Encls

1-Attendance requirements MSF

2-Leaders and Riders Guide

3- Motorcycle Inspection Checklist

DISTRIBUTION:

A

The following items are required to attend the Motorcycle Safety Foundation course (MFS)

1. Valid drivers license with learner's permit for the Beginners Course only. A valid driver's license with motorcycle endorsement for the Experienced Riders Course.
2. Proof of insurance in the amounts of \$20,000 / \$40,000 bodily injury and \$15,000 property damage.
3. Proof of motorcycle ownership (bill of sale or valid state registration).
4. One serviceable rear view mirror on each side of the motorcycle.
5. Valid state plates and vehicle inspection (if required by that state).
6. Long pants and long sleeve shirt or jacket, with reflective vest (no baggy pants or PT gear).
7. DOT approved helmet, properly worn.
8. Eye protection – goggles, face shield or safety glasses.
9. Full - fingered gloves (preferably leather).
10. Over the ankle shoes.
11. Signed waiver forms, and completed motorcycle safety inspection (t-clock) form (enclosure 3 and provided when registering for MSF course on Fort Hood or local installation.
12. Read all rider classroom information before class date (test).
13. You must pass the range skill portion and written test to receive a course completion card.

Leaders and Riders Guide

A Note to Leaders and Riders

Motorcycles are unlike any other recreational vehicle. Boats, Jet skis, snowmobiles, and others have their own areas, and environments that allow them to be enjoyed in relative isolation. Motorcycles, on the other hand, constantly interact with the local population. They share the same roads, and environments that everyone else populates. This puts motorcyclist at an extreme disadvantage. Motorcycles are harder to see, and require the motorcyclist to be a "smarter" and "better" driver than those of the 4-wheeled world. Motorcycles are like helicopters- they require constant input and constant response. They also require the rider to respond to hazards quickly. Motorcycles will not "drive" themselves. From the time you start your motorcycle to the time you park it, you are working against many laws- the law of gravity and the laws of physics. To prove this point, take a motorcycle off its center stand, and let it go. It will just fall over. Try taking a curve on a motorcycle, and not counter steer, you will go straight and crash. These are only 2 examples. We all know how challenging it is to drive a car, now add all of the challenges of riding a motorcycle, and you have a full plate.

Motorcyclists as a rule ride for many reasons. It could be financial; it could be for fun, or an expression of personal freedom. Most riders agree that personal freedom is the biggest reason. But just like any other freedoms, especially in this case, freedom isn't free. Riding a motorcycle comes at a cost. The cost is responsibility; responsibility to ride in a legal mature manner and as Soldiers, to ride within the military rules, and regulations. AR 385-55, and AR 190-5 provides Soldiers and their Leaders the basic guidelines on riding safely. DOD regulation 6055.4 provides civilian employers guidance for their employees. Local post policy letters add to the regulation or make clarifications to the regulation for their areas. These regulations are made to keep us safe- and just like any other regulation, if they are not followed, the motorcyclist can be injured, or killed. This Leader's guide is designed to help Leaders and riders better understand the rules, and regulations for motorcycles. It also contains a motorcycle checklist for Leaders, so they can inspect motorcycles quarterly. This information should be in a motorcyclists' counseling packet.

Soldiers and Leaders have a responsibility; to become educated, by supporting our senior Leaders, by demanding that our Soldiers and fellow riders set the standards of conduct while on a motorcycle and by accepting nothing less from our riders and Leaders. The installation has a contract with an approved Motorcycle Safety Foundation (MSF) contractor to administer the course. For further information call 254-287-4639.

It is your duty and responsibility to ensure they attend an approved MSF class. It is also the Leadership's duty to make sure they are licensed to operate the motorcycle and the motorcycle is insured. The motorcycle needs to be inspected regularly, especially during holiday weekends. If the Soldier displays conduct on the motorcycle that shows a disregard for safety, counsel that Soldier and have them attend the MSF class again. Soldier skills are based on maintaining standards, and we always train and retrain to that standard.

4ID MOTORCYCLE INSPECTION CHECKLIST

Operator _____ / _____ / _____
Last First MI Rank

Vehicle Description _____ / _____ / _____
 Make Model Year

Driver's License _____ / _____ / _____ / _____
 State License Number Exp Date Endorsed (Y/N)

Insurance _____ / _____ / _____
 Company Policy Number Expires

MSF COURSE _____ / _____
Valid for three years only. Date Completed MSF Card No.

Post Vehicle Registration _____ / Y/N _____
Decal Number Properly placed

MOTORCYCLE SAFETY INSPECTION CHECKLIST T-CLOCK

T — TIRES & WHEELS			
Item	Check	Look for	Check off
Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects.	Front Rear
	Air Pressure	Check when cold, adjust to load/speed.	Front Rear
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" == OK, "thud" == loose spoke.	Front Rear
	Cast	Cracks, dents.	Front Rear
	Rims	Out of round/true == 5mm. Spin wheel, index against a stationary pointer.	Front Rear
	Bearings	Grab top and bottom of tire and flex: No free play (click) between hub and axle, no growl when spinning	Front Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown outside.	Front Rear

C — CONTROLS			
Item	Check	Look for	Check off
Levers	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar lever.	Front Rear
	Pivots	Lubricated.	
Cables	Condition	Fraying, kinks, lubrication; ends and length	
	Routing	No interference or pulling at steering head, suspension; no sharp angles, wire looms in place.	
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.	

	Routing	No interference or pulling at steering head, suspension, no sharp angles, and wire looms in place.	
Throttle	Operation	Moves freely, snaps closed, no revving.	

L — LIGHTS			
Item	Check	Look for	Check off
Battery	Condition	Terminals clean and tight, electrolyte level, held down securely.	
	Vent Tube	Not kinked, routed properly, not plugged.	
Lenses	Condition	Cracked, broken, securely mounted, excessive condensation.	
Reflectors	Condition	Cracked, broken, securely mounted.	
Wiring	Condition	Fraying, chafing, insulation.	
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.	
Headlamp	Condition	Cracks, reflector, mounting and adjustment system.	
	Aim	Height and right/left.	

O — OIL			
Item	Check	Look for	Check off
Levels	Engine Oil	Check warm on center stand, dipstick, and sight glass.	
	Hypoid Gear Oil	Transmission, rear drive, shaft.	
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.	
	Coolant	Reservoir and/or coolant recovery tank — cool only.	
	Fuel	Tank or gauge.	
Leaks	Engine Oil	Gaskets, housings, seals.	
	Hypoid Gear	Gaskets, seals, breathers.	
	Hydraulic Fluid	Hoses, master cylinders, calipers.	
	Coolant	Radiator, hoses, tanks, fittings, pipes.	
	Fuel	Lines, fuel taps, carbs.	

C — CHASSIS			
Item	Check	Look for	Check off
Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.	
	Steering-Head Bearings	No Detent or tight spots through full travel, raise front wheel, check for play by pushing/pulling forks.	
	Swing arm Bushings/Bearings	Raise rear wheel, check for play by pushing/pulling swing arm.	
Suspension	Forks	Smooth travel, equal air pressure/damping and anti-dive settings.	
	Shock(s)	Smooth travel, equal preload, air-pressure and damping settings, linkage moves freely and is lubricated.	
Chain/belt	Tension	Check at tightest point.	
	Lubrication	Side plates when hot. Note: do not lubricate belts!	

	Sprockets	Teeth not hooked, securely mounted.	
Fasteners	Threaded	Tight, missing bolts, nuts.	
	Clips	Broken, missing.	
	Cotter Pins	Broken, missing.	

K — KICKSTAND			
Item	Check	Look for	Check off
Center stand	Condition	Cracks, bent.	
	Retention	Springs in place, tension to hold position.	
Side stand	Condition	Cracks, bent (safety cut-out switch/pad if equipped).	
	Retention	Springs in place, tension to hold position.	

I understand that I am a Soldier 24 hours a day and the following actions are required for me to operate a motorcycle on- or off-post:

- ❖ I must register my motorcycle with the installation Provost Marshal.
- ❖ I must complete an Army approved motorcycle safety course.
- ❖ My personal protective equipment (PPE) will consist of a Department of Transportation (DOT) approved helmet (properly fastened under the chin) with face shield or goggles, full-fingered gloves, a long sleeve shirt or jacket, long pants, over the ankle leather shoes, and a high visibility garment (bright color for day and retro-reflective for night).
- ❖ PPE also applies to any passenger.
- ❖ No matter what the state law is, I will always wear a DOT approved helmet and PPE.

I understand that failure to comply with Army Regulations and the Division Policy could result in my loss of motorcycle driving privileges. If I am involved in a motorcycle accident and I have violated any of the military regulations governing motorcycles, I could be held liable for all medical costs that I incur. Additionally, if I violate any of the requirements and sustain fatal injuries, my survivors could be denied military benefits.

I will always operate my motorcycle in a safe and disciplined manner.

Operator, Inspector, 1SG, Commander; Signatures

Operator Signature: _____ Date: _____

Inspector: _____ / _____ / _____
Name Sign Date

1SG: _____ / _____ / _____
Name Sign Date

Commander: _____ / _____ / _____
Name Sign Date